

Department of Mental Health and Addiction Services
Southwest Connecticut Mental Health System
JOB OPPORTUNITY
Associate Accountant - SW27910
Fiscal Services

REVISED POSTING: Correction made on weekly hours from 35 hrs. /wk. to 40 hrs./wk.

Posting closing date extended to November 5, 2013. Those who have previously applied do not have to reapply.

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Current Exam List Candidates

Location: SWCMHS Administrative Office, 97 Middle Street, Bridgeport, CT 06604

Program/Unit: Fiscal Services

Salary: \$71,988 - \$92,585

Shift/Schedule/Hours: 1st shift, 8:00 a.m. – 4:30 p.m., Monday through Friday, 40 hours per week.

Posting Date: October 28, 2013

Extended Closing Date: November 5, 2013

Duties may include but not limited to: Establishing and monitoring accounting controls for various accounting processes such as money management, client activity accounts, petty cash, bank account reconciliations, writing and review of POS and PAS contracts, verification of medical payments. Provides staff training and assistance regarding accounting practices, prepares related reports as required; works with Petty Cash Fund, Activity and Welfare Funds, BHIS and Ambulatory payments and Personal Contract Administration. Acts as liaison with other operating units, agencies and outside officials regarding policies and procedures. Incumbent will work closely with the Business manager to prepare monthly budget reports and annual cost projections. In the absence of the Business manager, this position oversees the operations and assigns duties to the remaining staff.

Eligibility Requirement: Candidates must have applied for and passed the **Associate Accountant** exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Note: Applicants will be selected in accordance with reemployment, SEBAC, transfer, promotion, collective bargaining unit contract language, merit employment lists and DMHAS affirmative action goals. Therefore, State employees will generally be considered before applicants from outside State service.

Application Instructions: **All applicants** must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

PLEASE SEND APPLICATIONS TO:

Gabriela S. Flores, Human Resource Associate
Southwest Connecticut Mental Health System
Human Resources, 97 Middle Street, Bridgeport CT 06604
Fax: (203) 579-6315
Email: SWCMHS.recruit@ct.gov

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut and the Department of Mental Health and Addiction Services are equal opportunity/affirmative action employers. Women, minorities and persons with disabilities and in recovery are encouraged to apply.